



Single Sign-On Registration

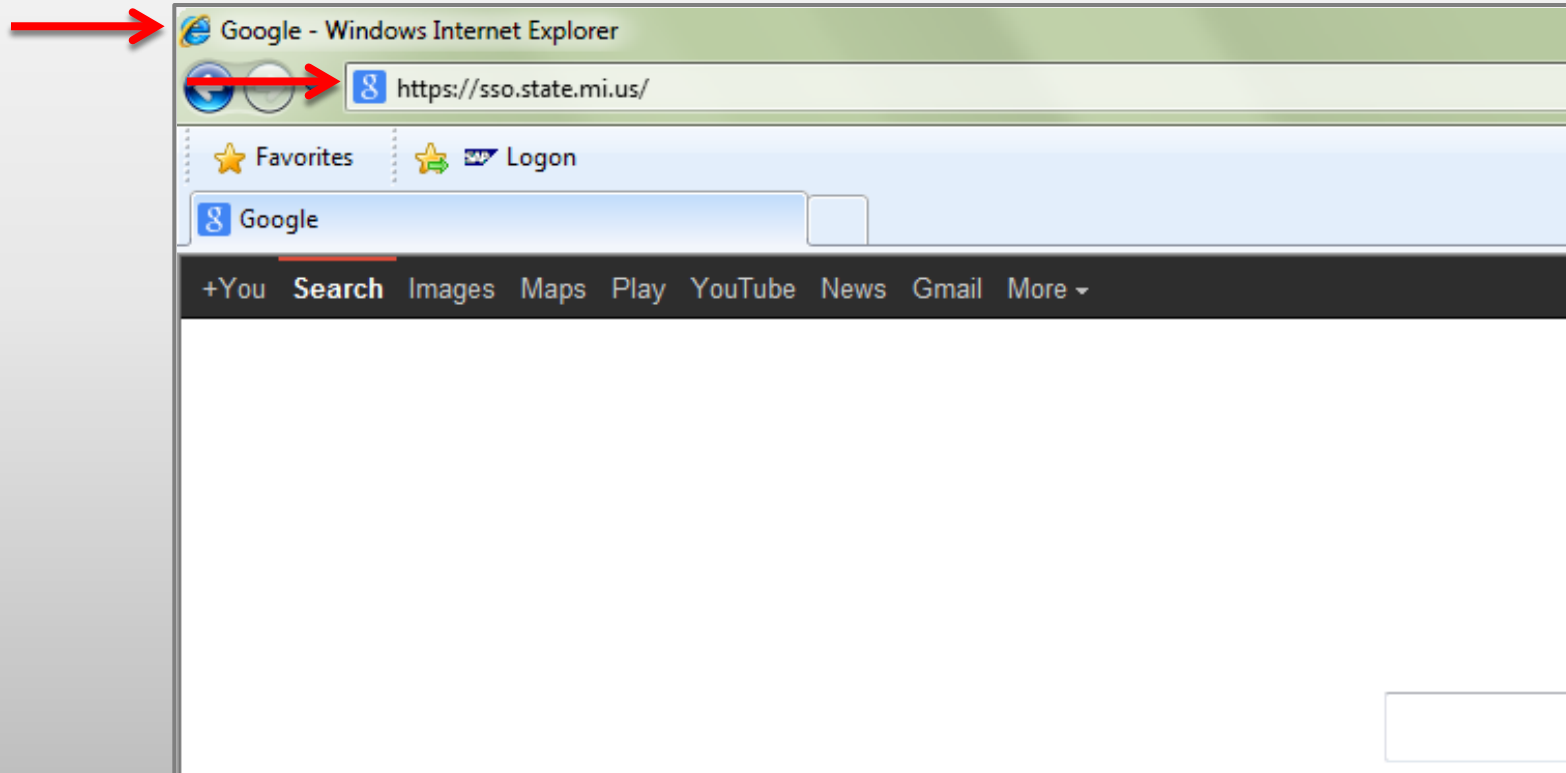
“Working to protect, preserve, and promote the health and safety of the people of Michigan by listening, communicating, and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establish customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

Registration Instructions for Single Sign-On (SSO)

- Create SSO User ID
- Create SSO Password
- Subscribing to CHAMPS
- Accessing CHAMPS

Step 1: Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.) and type **https://sso.state.mi.us/** into the search bar.



Step 2: Users must register a SSO User ID before gaining access to the site. Select the **Register** button from the State of Michigan Single Sign On page.



The screenshot displays the 'State of Michigan Single Sign On' page. At the top, there is a header with the text 'State of Michigan Single Sign On' and a small Michigan state logo. Below the header, a banner image shows a bridge over water. The main content area is titled 'INTERNAL SITE' in red. Below this, a message reads 'Please Login or Sign-Up to use Single Sign-On'. There are two main panels: 'Login' on the left and 'Sign-Up' on the right. The 'Login' panel contains fields for 'User ID:' and 'Password:', a 'Login' button, and a 'Forgot Password?' section with a 'Need Password' button. The 'Sign-Up' panel contains a message: 'If you are a new user to Single Sign-On, click Register to create your User ID and Password.' and a 'Register' button. A red arrow points from the 'Login' panel to the 'Sign-Up' panel, specifically highlighting the 'Register' button.

State of Michigan Single Sign On

INTERNAL SITE

Please Login or Sign-Up to use Single Sign-On

Login

User ID:

Password:

Login

Forgot Password?

If you have forgotten your password, click Need Password.
Single Sign-On system will email you a new temporary password.

Need Password

Sign-Up

If you are a new user to Single Sign-On, click Register to create your User ID and Password.

Register

[Michigan.gov Home](#) | [Help/FAQs](#) | [Contact Us](#)

Step 3: Fill in the required information, indicated by the asterisk (*).
Make sure the email address is correct as your password will be sent there.[†]
Click **Continue**.



State of Michigan Single Sign On

REGISTRATION- Step 1

* Indicates required field

First Name *

Middle Initial

Last Name *

Email Address *

NOTE: Users who have been assigned a State of Michigan email address must use this address to register.

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[†] If you currently do not have an email address, you can create one for free from a number of service providers. A simple internet search for “free email account” will display several options.

Step 4: Enter a four digit number, or click to allow the system to generate one for you. Type the number in the blue box above in the empty white box (this is a security measure).

Click **Continue**.



State of Michigan Single Sign On

REGISTRATION- Step 2

Please Enter a four digit number to create a unique UserID : doej 3636 [Why should I enter this number?](#)

(OR)

Please generate a random four digit number for me : ☐ Yes ☒ No

Enter the number as it is shown in the box below * : 21653

Back Continue Clear

21653

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Step 5: You will receive a confirmation page as shown below. The data you entered is displayed for review before the data is submitted to the SSO system. If corrections need to be made, click **Back** and make corrections. If the information is correct, click **Submit**.

State of Michigan Single Sign On



USER REGISTRATION CONFIRMATION

Please review the following information. Click Submit

First Name	: John
Initial	:
Last Name	: Doe
Email Address	: doe51487@gmail.com
Your User Id will be	: doe53636

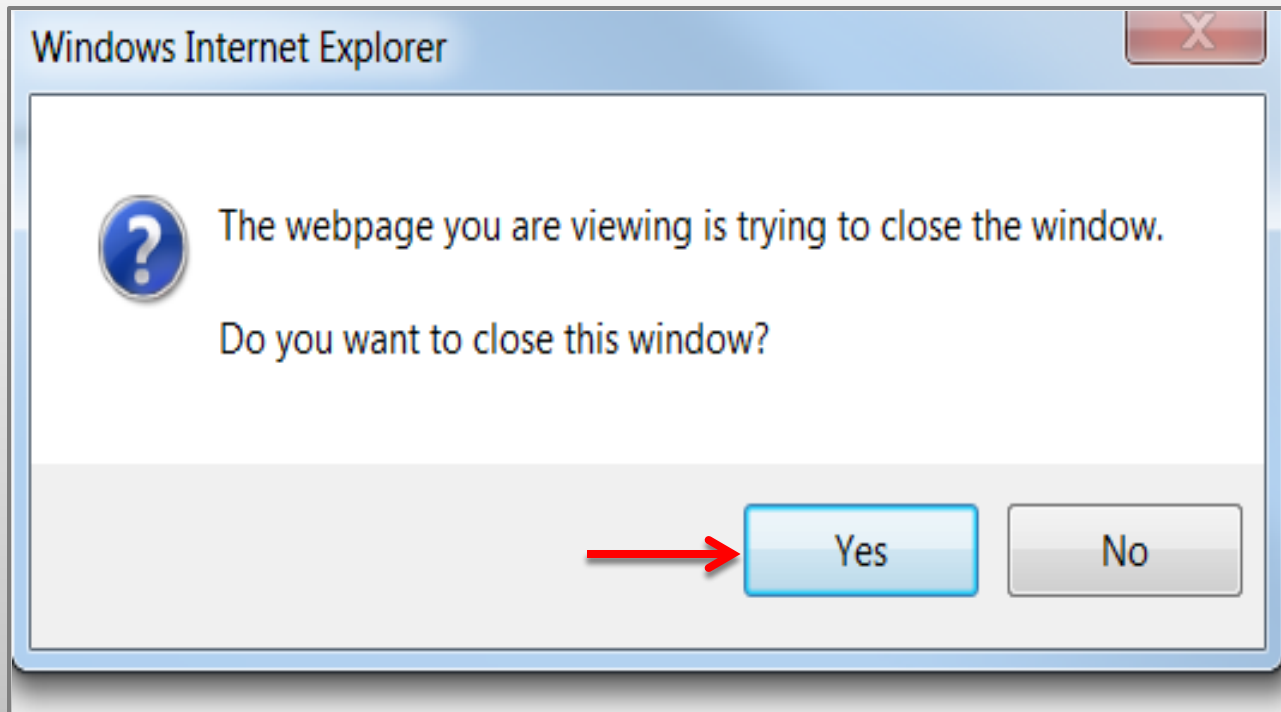
Confirm information is correct

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Step 6: Once the below screen appears, the registration is complete. Click **Close** button.



Step 7: A dialog box identical to the one below will appear. For security purposes, Internet Explorer must be closed. Click **yes**.



Step 8: An email will be sent to the email address you supplied in the registration process. Check that email for a message from SSO that includes your **User ID** and **Temporary Password**.

***NOTE: You will only have **48 hours** to use the temporary password before it expires.

***NOTE: You may need to check your **Junk Mail** folder as sometimes this email will be sent there instead of your inbox. Please make sure your email will allow you to receive emails from **SSO_TESTAdministrator@michigan.gov**.

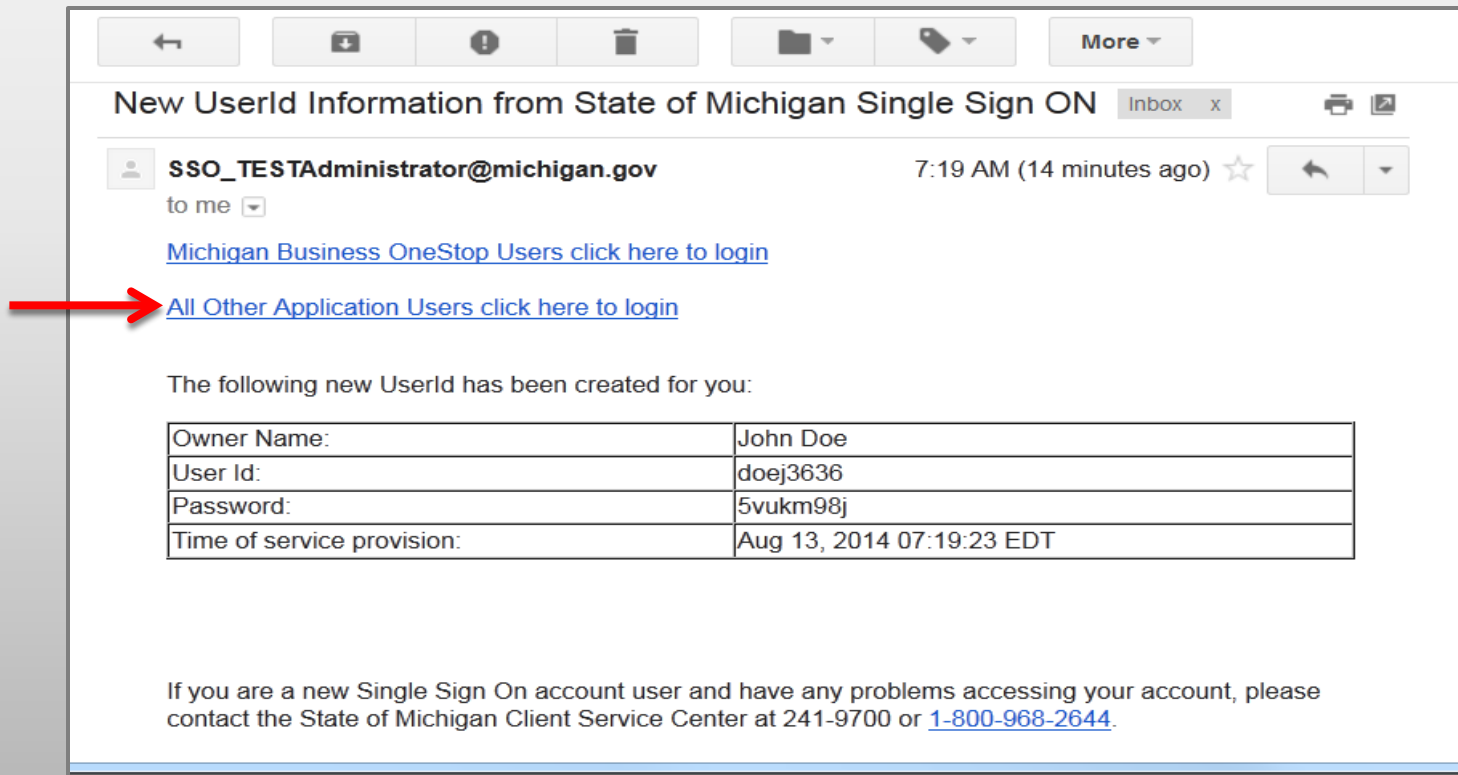


***All user accounts are created with a temporary password that can only be used once and *must* be used within the **48 hour** time frame.

Step 9: The email includes a link back to the SSO login page to change the password.

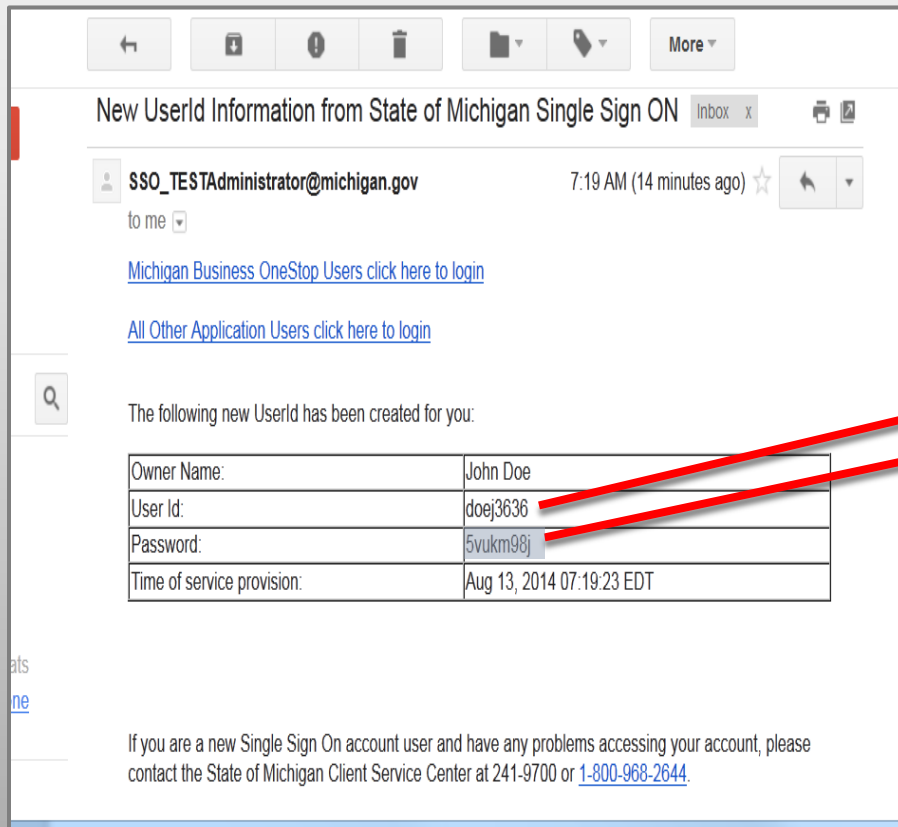
Click the **All Other Application Users click here to login** link.

***NOTE: If the link is broken or does not direct you back to the SSO login (see next step), enter <https://sso.state.mi.us/> into the search bar of your web browser.



Step 10: Enter your User ID and temporary password in the corresponding boxes in the SSO login. Click **Login**.

*****NOTE:** **Highlight** your temporary password from the email, **right click** on the **highlighted** password, and select **copy** from the menu. Then **right click** the password box in SSO and select **paste** from the menu.



New UserId Information from State of Michigan Single Sign On Inbox x

SSO_TESTAdministrator@michigan.gov 7:19 AM (14 minutes ago) ☆ ↶ ▾
to me ▾

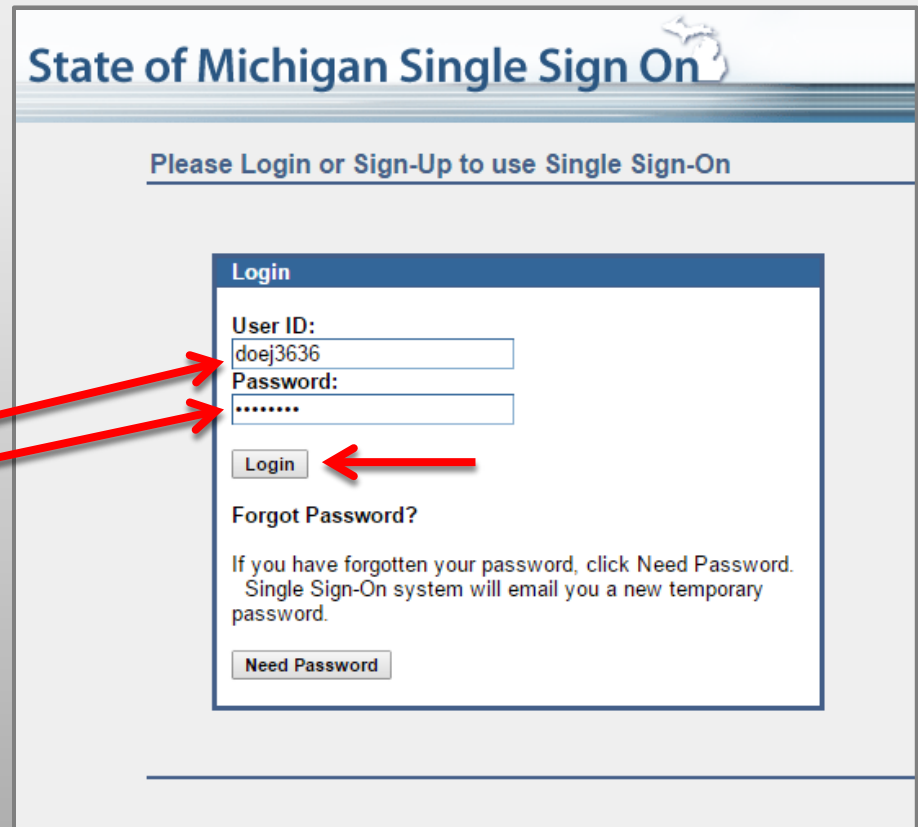
[Michigan Business OneStop Users click here to login](#)

[All Other Application Users click here to login](#)

The following new UserId has been created for you:

Owner Name:	John Doe
User Id:	doej3636
Password:	5vukm98j
Time of service provision:	Aug 13, 2014 07:19:23 EDT

If you are a new Single Sign On account user and have any problems accessing your account, please contact the State of Michigan Client Service Center at 241-9700 or [1-800-968-2644](tel:1-800-968-2644).



State of Michigan Single Sign On

Please Login or Sign-Up to use Single Sign-On

Login

User ID:

Password:

Forgot Password?

If you have forgotten your password, click **Need Password**.
Single Sign-On system will email you a new temporary password.

Step 11: Because the password is temporary, you will be informed the password has “expired” and will be prompted to change it.

Copy and paste the old password in the corresponding box.

Choose a new password and enter it in the two corresponding boxes.

Click **Change Password**.

***NOTE: The password is *upper- and lower-case sensitive*, so be sure to enter it correctly both times (e.g. “PassWord111” is different than password111).

***NOTE: Passwords will only be accepted if they abide by *all* of the password rules listed on this screen (not shown here).



State of Michigan Single Sign On

User doej3636's password has expired

Input old password :

Input new password :

Confirm new password :

Step 12: You will be taken to a screen with six **Challenge/Response** questions. Answer all six questions and confirm your answers. Click **OK**.

This allows you to reset your password in the event you forget it in the future.

***NOTE: These answers are not case sensitive.

State of Michigan Single Sign On

User ID: doej3636 [Sign Off](#)

Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.
Answers are **not case sensitive**.

What was the make of your first car?
Answer: Confirm Answer:

What was the name of your first school?
Answer: Confirm Answer:

What is the name of the city you were born in?
Answer: Confirm Answer:

What is your all-time favorite sports team?
Answer: Confirm Answer:

What is your fathers middle name?
Answer: Confirm Answer:

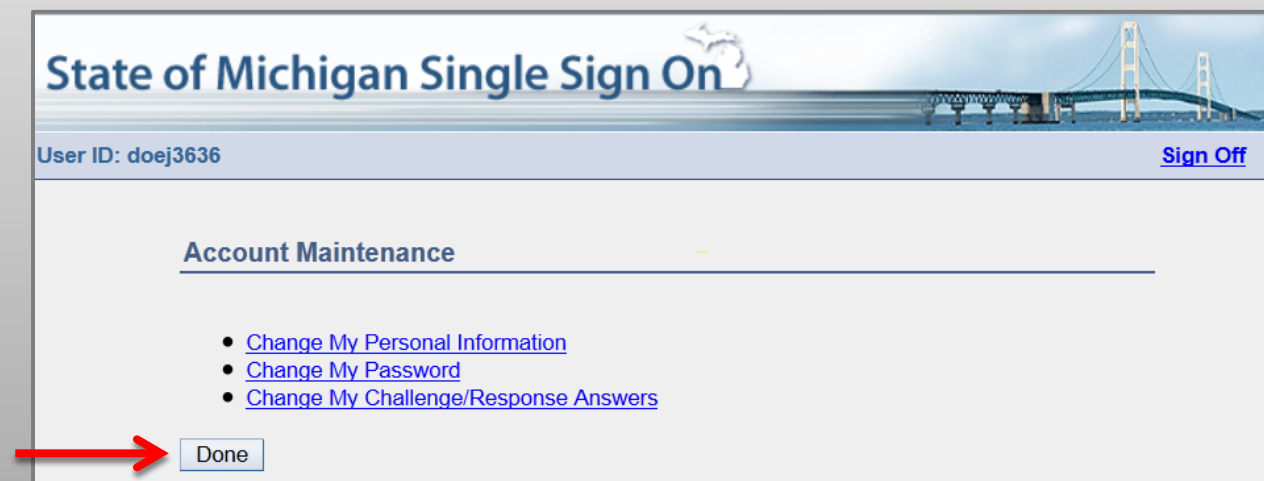
Who was your childhood hero?
Answer: Confirm Answer:

Step 13: The following screens will be displayed.

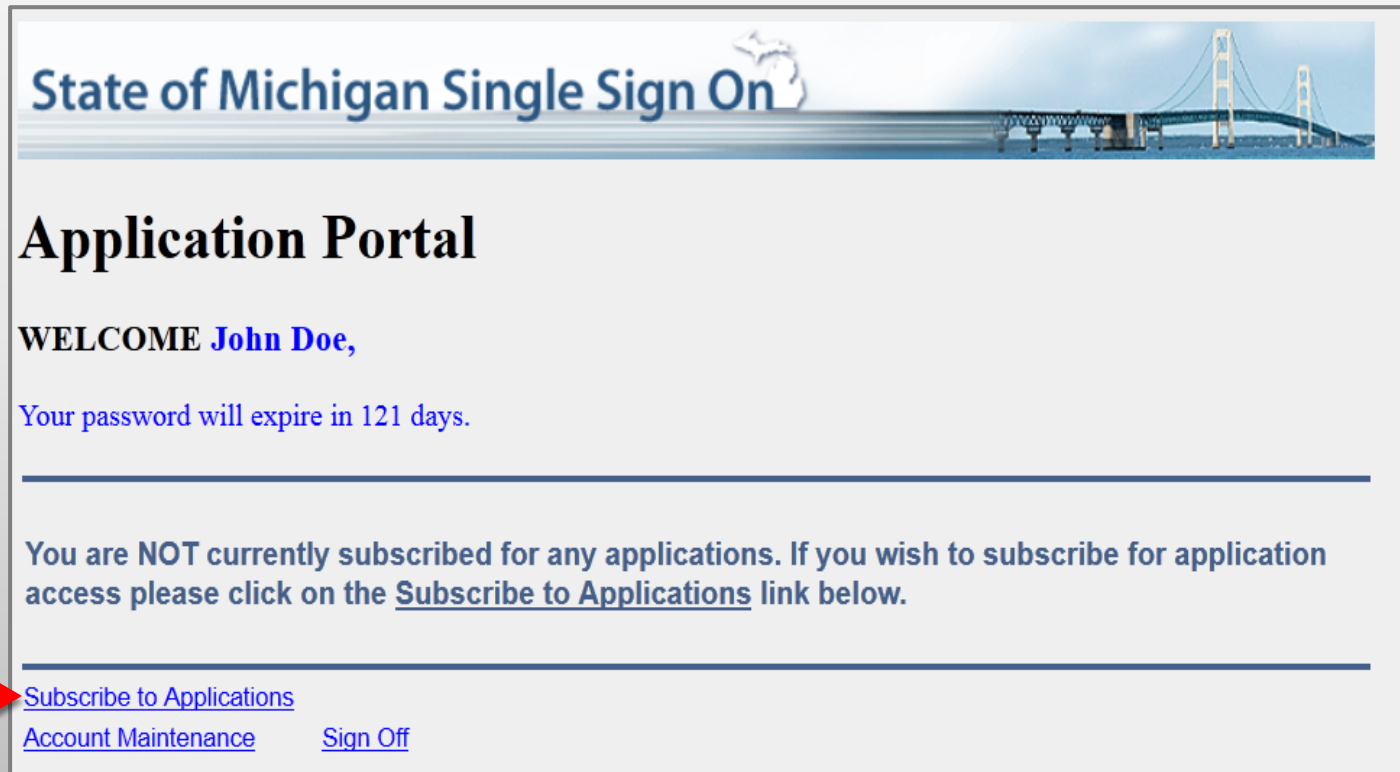
Click **OK** on the first.

Click **Done** on the second

You will be returned to the SOM-DCH Application Portal



Step 14: Below is a picture of the Application Portal page.
To subscribe to CHAMPS, click on the **Subscribe to Applications** hyperlink.



The screenshot shows the 'State of Michigan Single Sign On' header with a map of Michigan and a bridge. Below the header is the 'Application Portal' title. The user is welcomed as 'John Doe' and notified that their password expires in 121 days. A message states that the user is not currently subscribed for any applications and provides a link to 'Subscribe to Applications'. At the bottom, there are links for 'Account Maintenance' and 'Sign Off'. A red arrow points to the 'Subscribe to Applications' link.

State of Michigan Single Sign On

Application Portal

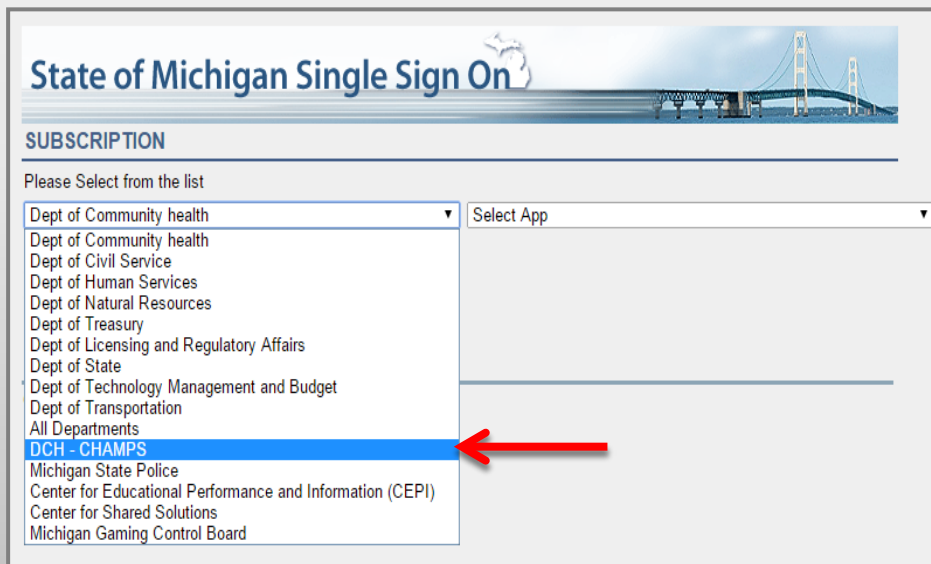
WELCOME **John Doe**,

Your password will expire in 121 days.

You are **NOT** currently subscribed for any applications. If you wish to subscribe for application access please click on the [Subscribe to Applications](#) link below.

[Subscribe to Applications](#) [Account Maintenance](#) [Sign Off](#)

Step 15: Below is a picture of the Subscription page.
From the first drop-down menu, select **DCH-CHAMPS**.
From the second drop-down menu, select **CHAMPS**.
Click **Next**.

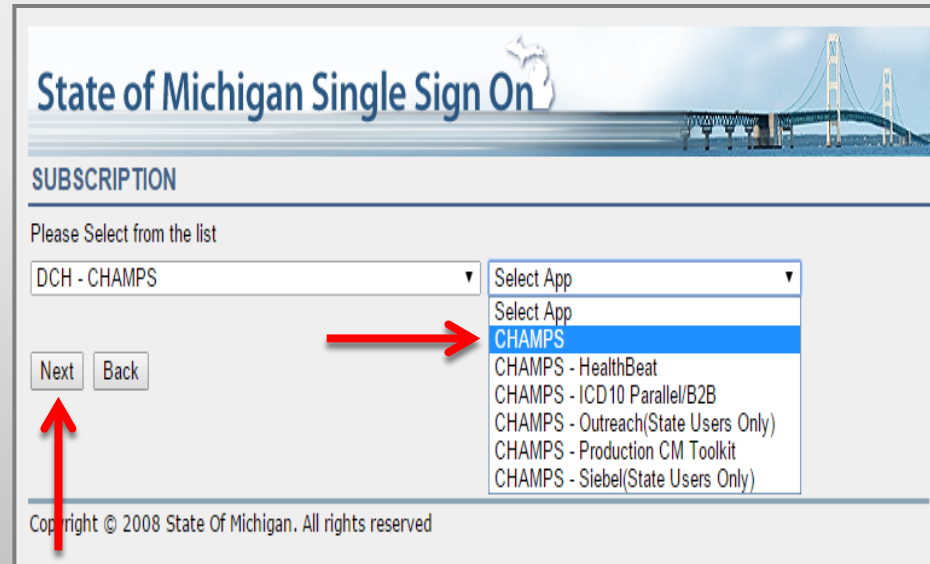


State of Michigan Single Sign On

SUBSCRIPTION

Please Select from the list

Dept of Community health	Select App
Dept of Community health	
Dept of Civil Service	
Dept of Human Services	
Dept of Natural Resources	
Dept of Treasury	
Dept of Licensing and Regulatory Affairs	
Dept of State	
Dept of Technology Management and Budget	
Dept of Transportation	
All Departments	
DCH - CHAMPS	
Michigan State Police	
Center for Educational Performance and Information (CEPI)	
Center for Shared Solutions	
Michigan Gaming Control Board	



State of Michigan Single Sign On

SUBSCRIPTION

Please Select from the list

DCH - CHAMPS	Select App
	Select App
	CHAMPS
	CHAMPS - HealthBeat
	CHAMPS - ICD10 Parallel/B2B
	CHAMPS - Outreach(State Users Only)
	CHAMPS - Production CM Toolkit
	CHAMPS - Siebel(State Users Only)

Next Back

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Step 16: Complete the required fields on the CHAMPS subscription page.
Choose **Provider/Other** for CHAMPS User Type.
Click **Continue**.

***NOTE: If you do not have a work phone, you can enter a number where you are most reachable (e.g. house phone, cell phone).

State of Michigan Single Sign On

Community Health Automated Medicaid Processing System (CHAMPS) Subscription

* Indicates required field

Work Phone*

(Include area code eg: 517-123-3456)

Your E-mail*

CHAMPS User Type*

☒ Provider/Other ☐ State User Only

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Step 18: Return to <https://sso.state.mi.us/> and enter your User ID and password to log in again.

Below is the display of the Application Portal. You now have access to CHAMPS.

Click on the **CHAMPS** hyperlink.

Read the MDCH Systems Use Notification on the next page and click **Acknowledge/Agree**.

The screenshot displays the 'State of Michigan Single Sign On' interface. The left sidebar, titled 'Application Portal', shows a welcome message for 'John Doe' and a list of links including 'CHAMPS', which is highlighted with a red arrow. The main content area, titled 'MDCH Systems Use Notification', contains a detailed notification about the use of Michigan Department of Community Health (MDCH) computer information systems. At the bottom of this area, there are two buttons: 'Acknowledge/Agree' and 'Cancel', with a red arrow pointing to the 'Acknowledge/Agree' button.

State of Michigan Single Sign On

User ID: doe1111 [Sign Off](#)

Application Portal

WELCOME John Doe

Your password will expire in 121 days.

You are currently subscribed to the following applications:

- [CHAMPS](#)

[Subscribe to Applications](#) [Add new Roles to Existing Applications](#)
[Account Maintenance](#) [Sign Off](#)

MDCH Systems Use Notification

The Michigan Department of Community Health's (MDCH) computer information systems (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDCH. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDCH systems for commercial or partisan political purposes.

Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.

All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution.

By accessing information provided by the Michigan Department of Community Health computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

[Acknowledge/Agree](#) [Cancel](#)